

Charis Summer Job Description



Position: Co-Program Director

The Co-Program role helps manage the administrative and operational aspect of camp.

Reports to: Program Director

Staff Training: June 28-July 1, 2024
Day Camp: July 2-5, 2024
Redwood Camp: July 7-12, 2024
Emberwood Camp: July 14-19, 2024
Sprouts Camp: July 22-24, 2024
Family Camp: July 25-29, 2024
Roots & Rings: Aug 5-10, 2024
Adventure Camp: Aug 12-15, 2024

Responsibilities would include:

1. Pre-Camp
 - Help parents with registration
 - Run Program for School Groups in June
 - May need to host meals on weekends
 - May need to assist with various on-site jobs that arise as approved by the Program Director/Director of Discipleship.
2. Staff Training
 - Participate in Planning Committee (includes: Director of Discipleship, Program Director, Co-Program Director, LIT Coordinators, Work Crew Coordinators, & Games Coordinator/Hospitality Coordinator)
 - Teach sessions as determined by the Planning Committee.
3. Scheduling
 - Activity Block Rotations
 - Staff Breaks (work in conjunction with Work Crew Coordinators)
4. Cabin Clean Up
 - Check Cabins
 - Plan Pool Party/Prize
5. Lost & Found
 - Set up & Communicate about Lost & Found Table during Final Chapel
 - Manage & Communicate Lost & Found to Parents after Camp using program@chariscamp.com
6. Oversees/Supports
 - Merch/Tuck Manager
 - Games Coordinator/Equipment Manager
 - Work Crew Coordinators